# Personal and Confidential

Dear

**Fixed-Term Appointment**

I am pleased to confirm your appointment as a JOB TITLE with Southampton City Council *[delete if not applicable]* at SCHOOL NAME.

This appointment will be temporary pending the appointment of a permanent deputy head whereupon you will revert back to your substantive post

**OR**

This appointment will be temporary during the absence on sick leave of the Deputy Headteacher and will cease on his/her return to work or on such other date as the Governing Body may determine. On cessation of this arrangement you will revert back to your substantive post.

In connection with this offer of appointment, I enclose the following documentation:-

1. Statement of Particulars of Terms of Employment.
2. Employee Handbook.

Details about the Teachers Pension scheme are explained in your statement of particulars, please read this carefully.

If you wish to accept this appointment under the terms and conditions outlined in this letter and the enclosed documents, please sign and return the attached copy of this letter to me as soon as possible, but in any case within 14 days.

In addition I shall be grateful if you will forward to me any income tax form P45 which you may hold.

Finally, in anticipation of confirmation of your acceptance, may I take this opportunity of welcoming you to the school. *[delete if already working at the school]*

Yours sincerely

Chair of Governors

*I confirm I have received the above documentation and also confirm my acceptance of the appointment as detailed above*

*Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*